



Tukhe'ti



February 28 2025



BOOK FAIR

Hosted by SCP Community Library and Dept. of Youth and Learning

Children from Santa Clara will be eligible for a \$50 voucher to purchase books at the fair!

DATE OF EVENT :

March 3rd - 7th, 2025

8:30am - 4pm daily

*KCS AND HEADSTART STUDENTS MAY PURCHASE BOOKS DURING THIER DESIGNATED LIBRARY TIME

LOCATION:

**Santa Clara Pueblo
Community Library**



Santa Clara Catholic Church will be holding mass service the first Sunday of each month. Next mass will be on March 2nd.

There will be no Ash Wednesday service on March 5th due to lack of priest availability.



Veterans Meeting

**Tuesday, March 4th
5:00 pm**

Santa Clara Senior Center

**Updates of priorities for uses of Veterans
Support Grant funding and continued planning**



On February 19th, 2025 DYL hosted the annual sweet heart run/walk in front of the Tribal Admin building. We would like to Thank Governor Naranjo, Lieutenant Gov. Suazo, Tribal Sheriff for attending our event. We also want to shout out SCP Fire Department and SCP Law Enforcement for the continuous support with our events. A big shout out to SCP Head Start, KCS, and SCP Tribal Admin Staff, and Community members for coming out to join us on the 1 mile run/walk. KDWH!



Accounting/Procurement Department

Happy February from the Accounting/Procurement Department!!

The Accounting/Procurement Department continues to provide accounting/procurement services to all Santa Clara Pueblo departments who receive Federal and State, local, funding as well as the Pueblo's General Fund.

The department is responsible for the financial management in accurately identifying revenue received from these entities and accurately identifying costs incurred by these Federal and State funded programs. The Pueblo is a Self-Governance tribe and all programs are administered and accounted for at the Tribal level.

The department is audited annually on all federal and state funds received. The Tribal Council requires an annual audit of the general fund as well. All audits are performed by an independent CPA firm and the Pueblo's financial statements are prepared by the Department with the assistance of financial consultants. The 2023 audit was completed in September of 2024 with no findings. The deadline to complete and submit is September 30, 2024. All prior year audits have been completed on time with no findings.

The team is currently working on updating Accounting/Procurement Policies and creating a Accounting/Procurement Handbook of our day to day processes, which will be a great tool for staff within the department.

If you are interested in a career in the Accounting or Procurement field please call us or email for more information on positions. We love to hear from you. Training opportunities are provided.

SCP Accounting/Procurement Team:

Accounting

Kathy Naranjo, Accounting Director, knaranjo@santaclarapueblo.org

Marion Salvador, Federal, State and Private Compliance Officer, msalvador@santaclarapueblo.org

Josue Vizcarra-Castenada, Staff Accountant II, jvizcarra@santaclarapueblo.org

Rebecca Naranjo, Staff Accountant II, rjnaranjo@santaclarapueblo.org

Procurement

Delores Allison, Procurement Manager, dallison@santaclarapueblo.org

Lucas J. Willow, Property Specialist, lwillow@santaclarapueblo.org

Desiree Herrera, Procurement/Accounting Clerk, drherrera@santaclarapueblo.org

Desiree is also our Interim AP clerk until we are able to fill the position.

Please contact Kathy Naranjo, Accounting Director or Delores Allison, Procurement Manager at (505) 692-6255 if you have any questions about our department.



Santa Clara Pueblo

Custodial/ Maintenance Department

The custodial and Maintenance departments are responsible for the cleaning and maintaining of the entire Tribal Administration. All offices and buildings are cleaned and sanitized daily throughout the week. The custodial and Maintenance department work together to provide services upon request from every department in a timely manner. Ground keeping and maintenance is conducted by Marvin Moquino. Scheduled cleaning is conducted by the custodial staff. Melvin Dishta is the lead Custodian. Bernice Naranjo and Mario Sanchez are also Custodians working together to keep the Administration looking clean and respectable.

The Custodial department performs multiple duties for departments upon request. Cleaning and sanitizing of all Tribal restrooms are one of our main Priorities long before the Covid-19 Outbreak. Other responsibilities such as restocking restrooms with hand soap, toilet paper and paper towels is also done on a daily basis. Trash is collected from offices and buildings and disposed of properly. Seasonal duties that require attention like weed clearing, snow and debris removal are completed at all Tribal Administration buildings. The Custodians and Maintenance team together with Roads and Agriculture department on snow days for snow removal during the winter months. The custodial staff is also responsible for delivering bi-monthly newsletters to all tribal residents and memos that come directly from the Governors office.

Marvin Moquino is the supervisor for the Custodial department and is responsible for the upkeep of all offices and buildings under the Tribal Administration including the Santa Clara Clinic. Maintenance duties under Marvin are to report and repair any concerns that are submitted from departments or staff. These requests are then completed by him or other company vendors such as electricians, Kha'P'o Construction or whichever entities are needed to complete the task. These tasks are done in a timely manner and are completed as soon as possible. The custodial and maintenance department's main directive is to continue and prevent the lingering spread of Covid-19. This has been our goal since the beginning of the Pandemic and is still one of the main practices done throughout the Administration. Our goal is to keep the Tribal Administration as clean as possible and provide all departments with assistance they require in a timely manner. Our Custodial staff is a hard-working team, and we strive to take care of the Santa Clara Administration and the Community.

Santa Clara Pueblo Behavioral Health Presents Womens Support Group

Behavioral Health Training Building
356 Fog Road
|12:00-1:00 PM
Beginning Wednesday February 26,
2025



Topics Include: Self-care, Self-regulation, skills, Anger Management, Identification and Re-processing, and so much more...
Must be a SCPBH CLIENT



If you are currently experiencing the need for additional support services, don't hesitate to get in touch with Anita Vigil, LCSW at 505-692-6315
aavigil@santaclarapueblo.org



**WOULD YOU LIKE TO BECOME A
FOSTER PARENT?**

**OR ARE YOU A GRANDPARENT RAISING
GRANDCHILDREN?**

**THE SANTA CLARA PUEBLO SOCIAL SERVICES
PROGRAM WILL BE OFFERING A**

FOSTER PARENT TRAINING

ON

MARCH 8TH AND 9TH, 2025

FROM 8:30 A.M.-5:00 P.M

SANTA CLARAN HOTEL

7th FLOOR MOUNTAIN VIEW CONFERENCE ROOM

TO BECOME CERTIFIED/LICENSED YOU MUST ATTEND BOTH DAYS

FOR MORE INFORMATION OR TO REGISTER

PLEASE CONTACT

OUR SOCIAL SERVICES OFFICE

AT (505) 753-0419

NETWORKING LUNCH WILL BE PROVIDED BOTH DAYS



COALITION to STOP
VIOLENCE AGAINST
NATIVE WOMEN

MMIWR SEARCH AND RESCUE TRAINING

March 07, 2025 | 9:00AM-1:00 PM

Lunch will be provided

REGISTER



For more information: cspanw.org | (505) 243 - 9199 | info@cspanw.org

Join us on March 7th, 2025 for a MMIWR Search & Rescue Training presented by Bernadine Beyale, founder of Four Corners K9 Search and Rescue Unit. This community gathering will be focused on the basic fundamentals of search and rescue and safe practices while searching for a missing loved one.

We will hold space for community members, advocates, family members, first responders, and direct service providers to join in on a discussion about search and rescue and the MMIWR crisis.

Our goal is to provide opportunities for advocates, community members, and family members to engage in tools to practice and take home to continue their advocacy and call to action.



FORT LEWIS COLLEGE PUEBLO ALLIANCE FEAST DAY VISIT

**A TRIP FOR ANY HIGH SCHOOL
PUEBLO STUDENTS**

VENDORS | FOOD | DANCES | SPEAKERS

SATURDAY, MARCH 8, 2025

join DYL on a visit to the 10th annual Pueblo Feast
Day at Fort Lewis College!

We will depart Santa Clara Pueblo Admin Bldg. at 6am on the
8th and return the same night by 8pm

Contact Nicole Swentzell, Deputy Director of DYL to sign up:
nsswentzell@santaclarapueblo.org

Veterans Legal Clinic

Tuesday, March 11
8:30–11 a.m.

In-Person Clinic
Veterans' Memorial Park
1100 Louisiana Blvd SE
Albuquerque, NM 87108

- Family Law
(divorce, custody/visitation, child support)
- Consumer Rights
- Bankruptcy
- Landlord-Tenant
- Foreclosure

- Employment
- Tax
- Wills/Probate *attorneys at this clinic cannot draft nor revise wills.
- General Civil

Attendance is on a walk-in basis.



TAX TIME!

Date: February 5th to March 28

Where: SCP Housing Authority—Learning Center

**Please call our office at 505-753-6170 to
set up an appointment**

BY APPOINTMENTS ONLY!

⇒ **Only Santa Clara Pueblo Community Residents**

⇒ All documents will be scanned and sent directly to Tax Preparers.

⇒ **ALL PREPARERS ARE IRS CERTIFIED**

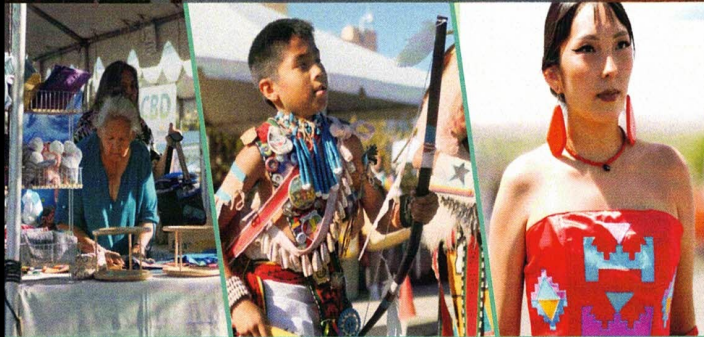
FREE PREPARATION IF REQUIREMENTS ARE MET:

Family's Annual Income is **\$57,000** or less or if you are age **65** or older.

POEH CULTURAL CENTER presents

pathways

INDIGENOUS ARTS FESTIVAL



AUGUST

15, 16 & 17, 2025

BUFFALO THUNDER
RESORT & CASINO



NATIVE ARTS MARKET • LIVE MUSIC
TRADITIONAL DANCES • FASHION SHOWCASE
FOOD TRUCKS • INDIGENOUS FILM FESTIVAL

BuffaloThunder
RESORT & CASINO



POEH
CULTURAL
CENTER

POEH CULTURAL CENTER presents

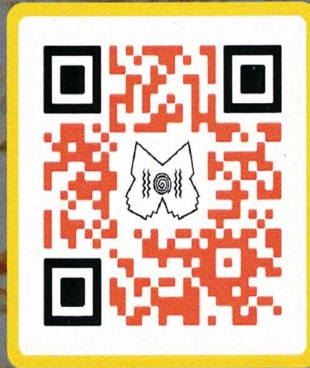
pathways

INDIGENOUS ARTS FESTIVAL

CALL FOR

- ARTISTS •
- PERFORMERS •
- FILMS •
- NONPROFITS •
- FOOD VENDORS •

APPLY HERE:



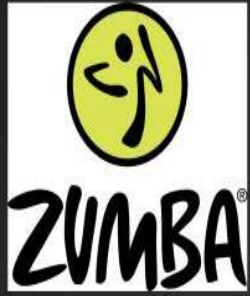
WWW.POEHCENTER.ORG/PATHWAYS

PATHWAYS IS ORGANIZED BY THE POEH CULTURAL CENTER, A TRIBALLY LED VALUE BASED ENTITY OF THE PUEBLO OF POJOAQUE.

BuffaloThunder
RESORT & CASINO



POEH
CULTURAL
CENTER



FAMILY WELLNESS

Family Fit & Wellness Challenge Community Event

First Class: Feb. 6, 2025

Every Thursday Evening

Santa Clara Pueblo Gym Floor

6pm -7pm

**5 week
family fitness
challenge**



*have
fun
get fit
together*



Hosted by:
Santa Clara Pueblo Social Services Program
in collaboration with Behavioral Health and
Department of Youth & Learning

JOIN US!

SAVE THE DATE

March 29, 2025 | 9:00am - 3:00pm
Northern New Mexico College

1st Annual Bridging Advocacy and Action: Preparing Culturally Responsive Educators in the Wake of Yazzie/Martinez Conference

Join us for an important conversation about the Yazzie/Martinez v. State of New Mexico case, its impact on education, and strategies for building a culturally responsive educational system. This event brings together educators, advocates, and higher education representatives to discuss key issues

RSVP Now!

Scan the QR code below to register for the event and secure your spot.

Final Day to Register: Monday, March 17th





Santa Clara Pueblo Housing Authority

201 Road Runner Road, Espanola NM 87532-1313

Phone: (505)-753-6170 eFax: (505) 257-3715

info@scphousing.org – www.scphousing.org

JOB ANNOUNCEMENT

Position title: Administrative Assistant
Salary Range: DOE
Reports To: Supervisor of Operations
FLSA Status: Non-Exempt
Classification: Full Time
Deadline: Until Filled

APPLICATIONS ARE AVAILABLE ON SCPHA WEBSITE OR REQUESTED VIA EMAIL

Summary & Scope of Position:

The Administrative Assistant will provide administrative and clerical support to the Santa Clara Pueblo Housing Authority (SCPHA). The Administrative Assistant must be Customer Service oriented and have the ability to plan and organize a heavy clerical workload within acceptable timeframes. The Admin Assistant must be capable of using good judgment, tact and diplomacy.



HUMAN RESOURCES DEPARTMENT
SANTA CLARA PUEBLO TRIBAL ADMINISTRATION
578 Kee Street, Espanola, New Mexico 87532
Phone: (505) 692-6280 Fax: (505) 747-2748

CONTRACT EMPLOYMENT

OPPORTUNITIES

Special Projects

- (1) Lead Irrigation Worker
\$18.00 per hour
- (5) Irrigation Laborers
\$17.00 per hour

Positions not to exceed 6 weeks (240 hours)

CLOSING DATE: Open until filled

ALL APPLICATIONS MUST BE COMPLETED THOROUGHLY AND SUBMITTED TO THE SPECIAL PROJECTS OFFICE.

SHOULD YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO CONTACT THE SPECIAL PROJECTS OFFICE AT (505) 692-6309.



Slots

- Service Specialist**
- Slot Tech**
- Shift Supervisor**
- Slot Tech Supervisor**
- Slot Tech Mgr.**
- Slot Systems Administrator**
- Slot Supervisor**

Player Services

- Main Banker**
- Non-Gaming Main Banker*
- Player Services Representative**
- Player Services Supervisor**

Food & Beverage

- Host/Hostess*
- Server*
- Bartender/Server*
- Grab & Go Attendant*
- Busser*
- Line Cook

Marketing

- Marketing Coordinator**

Count Team

- Team Member**

Hotel

- Guest Service Agent*
- Housekeeping Associate

Bowling

- Pinsetter Mechanic

Golf

- Line Cook (Seasonal –Full Time)
- Cart Barn
- Attendant (Seasonal Full Time)
- Golf Shop Assistant (Seasonal Full Time)
- Grounds Keeper (Seasonal Full Time)

Executive

- CFO**

Compliance

- Internal Auditor**

IT –On Site

- Network Administrator**
- Generalist**
- Tier I Tech Support**

Finance

- Revenue auditor**

Surveillance

- Surveillance Agent I**
- Surveillance Agent II/Tech**

HR

- HR Specialist**

Security

- Security Officer Level I**
- Security Officer Level II**
- Security Officer Level III**

Maintenance

- Facilities Maintenance Engineer*
- HVAC Tech

Construction

- Superintendent*
- Field Technician*
- Project Manager*
- Estimator*
- Project Engineer*

EVS (Housekeeping)

- Casino Graveyard Associate*
- Casino Associate*

Retail

- Retail_Associate (Part Time)*
- Puye Cliffs Tour Guide



Fat Burger

No Current Openings

16+*

18+*

21+*

Gaming License Required*

To apply, please visit our career listings at www.santaclaran.com/careers or visit the Human Resources Office. For more information, you may contact.



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578 Kee Street, Espanola, New Mexico 87532
Phone: (505) 692-6280 Fax: (505) 747-2748

EMPLOYMENT OPPORTUNITIES

Updated: 02/24/2025

Accounting

- (1) Accounts Payable Clerk

Adult Day Care

- (1) Caregiver

Behavioral Health

- (1) Behavioral Health Clinician

CHR

- (1) Community Health Planner
- (1) Administrative Assistant

Department of Youth & Learning

- (1) Recreation Specialist
- (3) College Interns-Temporary
- (8) High School Interns-Temporary
- (1) Library Intern-Temporary

Environmental

- (1) DOE LAPP Coordinator

Forestry

- (1) Administrative Assistant
- (1) Forest Development Tech Intern
- (1) Forestry Technicians
- (1) Heavy Equipment Supervisor
- (1) RTRL Crew Lead

Head Start

- (1) Head Start Director
- (1) Family Services/ERSEA Coordinator
- (1) Head Start Teacher
- (1) Head Cook

Law Enforcement

- (1) Police Officer-Certified
- (1) Dispatch Supervisor
- (1) Radio Communication Specialist I

Law Enforcement

- (1) Police Officer-Certified
- (1) Dispatch Supervisor
- (1) Radio Communication Specialist I
- (2) Conservation Officers-Certified-“Preference will be given to qualified male candidates who are members of a recognized tribe”.

Rights Protection

- (1) Budget Analyst

Sanitation

- (1) Waste Collector
- (1) Plumber
- (1) Laborer-Part-time
- (1) Maintenance Specialist

Self-Governance

- (1) Farm Tractor Operator

Social Services

- (2) Tribal Social Caseworker

Tribal Courts

- (1) Court Monitor
- (1) Traffic Court Clerk/Tribal Court Clerk

Utilities

- (1) Executive Secretary

Position Requirements:

- Must be able to successfully pass a Background Check
- Must not have any DUI's/DWI's convictions within the last five years from any Tribal, State or Federal Court
- Must have a valid New Mexico Driver's License and be insurable through the Tribe's insurance carrier

PREFERENCE

*Tribal member/Native American preference shall apply to all positions at the Santa Clara Pueblo Tribal Administration
Santa Clara Pueblo Tribal Administration is a drug/alcohol free workplace*

All applicants must meet the minimum required qualifications for the position.

All positions are open until filled

For a copy of the position descriptions, or more information please contact the Santa Clara Tribal Administration's Human Resources Department email: jobs@santaclarapueblo.org

or call (505) 692-6280

ALL APPLICATIONS MUST BE COMPLETED THOROUGHLY AND SUBMITTED TO THE HUMAN RESOURCES OFFICE